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|  <b>CTSI<br/>dba<br/>Information Dynamics</b><br>345 Broad Street, Suite 100<br>Elyria, OH 44035<br><i>Architecting Strategy, Business, and Technology for the Enterprise</i> | <b>Federal Supply Group</b>  | 874 (MOBIS)  |
|  | <b>Contract #</b>  | GS-10F-0250T   |
|  | <b>Contract Period</b>   | 5-18-2012 through 5-17-2017  |
|  | <b>Business Size</b>   | Small Business, Woman Owned  |
| <b>Core Expertise:</b><br>Strategic Planning<br>Enterprise Architecture<br>Business Case Analysis<br>Business Process Reengineering  | <b>Modification PO-0002</b>  | Effective date: August 16 <sup>th</sup> , 2007   |
|  | <b>Modification PS-0003</b>  | Effective date: December 17 <sup>th</sup> , 2007   |
|  | <b>Modification PO-0012</b>  | Effective date: May 17 <sup>th</sup> , 2012  |
|  | <b>Point of Contact</b>  | Robert Stauffer, President<br>(440) 725-3194<br>(440) 328-3210 (FAX)<br><a href="mailto:rstauffer@information-dynamics.com">rstauffer@information-dynamics.com</a> |
| FEA Certified Enterprise Architects<br>PMI Certified Project Managers  | <a href="http://www.information-dynamics.com">www.information-dynamics.com</a> |  |

**Company Overview:**

Information Dynamics delivers thought leadership and deliver innovative solutions in strategic planning, enterprise, architecture, business case analysis, and business process reengineering to a growing and diverse base of Federal agencies and commercial organizations. Our integrated strategies facilitate business transformations that improve overall core mission performance. These outcomes are made explicit through transition strategies, modernization blueprints, managed investments, capital planning, standards, and governance.

**Table of Awarded Special Item Numbers****874-1RC – Recovery Items****874-1 – Consulting Services**

Information Dynamics uses enterprise architecture methods to help our clients architect the business of their agency or enterprise. We use strategic planning to help executives conduct program plans, assessments, and evaluations to organize, structure functions, re-engineer processes, augment policies, and manage investments to achieve business results that improve mission performance.

**874-2RC – Recovery Items****874-2 - Facilitation Services**

Information Dynamics provides a variety of facilitation solutions to fit the unique collaborative objectives of our clients. Solutions include team building, dispute resolution, ice-breakers, and focus groups. Our services range from planning, implementation, and post-implementation activities (documentation, debriefing, and follow-up). Information Dynamics' facilitators use a consistent approach while maintaining focus on client goals throughout the process, so that results are both meaningful and useful.

**874-3RC – Recovery Items****874-3 - Survey Services**

Information Dynamics provides survey services to assist our clients in all phases of discovery activities. These include survey planning, design, and development; determining survey data collection methodologies; pretest/pilot surveying; assessing reliability and validity of data; administering surveys; providing survey database administration; analyses of quantitative and qualitative survey data; production of reports related to the survey; and briefings of results, recommendations and follow-on actions.

**874-7RC – Recovery Items**

**874-7 - Program Integration and Project Management**

Information Dynamics provides services to assist our clients in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are: Project leadership and communications with stakeholders; project planning and scheduling; performance monitoring and measurement; reporting and documentation associated with project/program objectives; stakeholder briefings, participation in required meetings, and related project support services; program integration services; and project close-out services.

**Labor Categories For Sin(S) 874-1**

| COMMERCIAL LABOR CATEGORY    | GSA RATES PER HOUR | GSA DISCOUNT OFF COMMERCIAL RATES |
|------------------------------|--------------------|-----------------------------------|
| Program Manager              | \$119.02           | 2% off list                       |
| Project Manager              | \$109.82           | 2% off list                       |
| Strategic Planner            | \$127.50           | 2% off list                       |
| Senior Subject Matter Expert | \$143.17           | 2% off list                       |
| Subject Matter Expert        | \$101.58           | 2% off list                       |
| Principal Consultant         | \$119.02           | 2% off list                       |
| Senior Consultant            | \$ 85.03           | 2% off list                       |
| Consultant                   | \$ 66.89           | 2% off list                       |
| Analyst                      | \$ 49.33           | 4% off list                       |
| Project Coordinator          | \$ 45.47           | 4% off list                       |
| Administrative Support       | \$ 42.57           | 4% off list                       |
| Enterprise Architect I       | \$148.10           | 2% off list                       |
| Enterprise Architect II      | \$172.79           | 2% off list                       |
| Enterprise Architect III     | \$202.41           | 2% off list                       |

**Labor Categories For Sin(S) 874-2**

| COMMERCIAL LABOR CATEGORY    | GSA RATES PER HOUR | GSA DISCOUNT OFF COMMERCIAL RATES |
|------------------------------|--------------------|-----------------------------------|
| Program Manager              | \$119.02           | 2% off list                       |
| Project Manager              | \$109.82           | 2% off list                       |
| Strategic Planner            | \$127.50           | 2% off list                       |
| Senior Subject Matter Expert | \$143.17           | 2% off list                       |
| Subject Matter Expert        | \$101.58           | 2% off list                       |
| Principal Consultant         | \$119.02           | 2% off list                       |
| Senior Consultant            | \$ 85.03           | 2% off list                       |
| Consultant                   | \$ 66.89           | 2% off list                       |
| Analyst                      | \$ 49.33           | 4% off list                       |
| Project Coordinator          | \$ 45.47           | 4% off list                       |
| Administrative Support       | \$ 42.57           | 4% off list                       |
| Enterprise Architect I       | \$148.10           | 2% off list                       |
| Enterprise Architect II      | \$172.79           | 2% off list                       |
| Enterprise Architect III     | \$202.41           | 2% off list                       |

**Labor Categories For Sin(S) 874-3**

| COMMERCIAL LABOR CATEGORY    | GSA RATES PER HOUR | GSA DISCOUNT OFF COMMERCIAL RATES |
|------------------------------|--------------------|-----------------------------------|
| Program Manager              | \$119.02           | 2% off list                       |
| Project Manager              | \$109.82           | 2% off list                       |
| Strategic Planner            | \$127.50           | 2% off list                       |
| Senior Subject Matter Expert | \$143.17           | 2% off list                       |
| Subject Matter Expert        | \$101.58           | 2% off list                       |
| Principal Consultant         | \$119.02           | 2% off list                       |
| Senior Consultant            | \$ 85.03           | 2% off list                       |
| Consultant                   | \$ 66.89           | 2% off list                       |
| Analyst                      | \$ 49.33           | 4% off list                       |
| Project Coordinator          | \$ 45.47           | 4% off list                       |
| Administrative Support       | \$ 42.57           | 4% off list                       |
| Enterprise Architect I       | \$148.10           | 2% off list                       |
| Enterprise Architect II      | \$172.79           | 2% off list                       |
| Enterprise Architect III     | \$202.41           | 2% off list                       |

**Labor Categories For Sin(S) 874-7**

| COMMERCIAL LABOR CATEGORY    | GSA RATES PER HOUR | GSA DISCOUNT OFF COMMERCIAL RATES |
|------------------------------|--------------------|-----------------------------------|
| Program Manager              | \$119.02           | 2% off list                       |
| Project Manager              | \$109.82           | 2% off list                       |
| Strategic Planner            | \$127.50           | 2% off list                       |
| Senior Subject Matter Expert | \$143.17           | 2% off list                       |
| Subject Matter Expert        | \$101.58           | 2% off list                       |
| Principal Consultant         | \$119.02           | 2% off list                       |
| Senior Consultant            | \$ 85.03           | 2% off list                       |
| Consultant                   | \$ 66.89           | 2% off list                       |
| Analyst                      | \$ 49.33           | 4% off list                       |
| Project Coordinator          | \$ 45.47           | 4% off list                       |
| Administrative Support       | \$ 42.57           | 4% off list                       |
| Enterprise Architect I       | \$148.10           | 2% off list                       |
| Enterprise Architect II      | \$172.79           | 2% off list                       |
| Enterprise Architect III     | \$202.41           | 2% off list                       |

**INFORMATION DYNAMICS LABOR DESCRIPTIONS FOR GSA****Program Manager**

Education and General Experience:

- A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline.
- Requires twelve years experience.

Specialized experience includes:

- Project development from inception to deployment
- Expertise in the management and control of funds and resources using complex reporting mechanisms
- Demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity
- General experience includes increasing responsibilities in information systems design and/or management

Functional Responsibility:

- Serves as the Contractor's single contract manager
- Shall be the Contractor's authorized interface with the
  - Government Contracting Officer (CO)
  - Contract level Contracting Officer's Representative (COR)
  - Government management personnel
  - Customer agency representatives
- Responsible for
  - Formulating and enforcing work standards
  - Assigning contractor schedules
  - Reviewing work discrepancies
  - Supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates
  - Overall contract performance

**Project Manager**

Education and General Experience:

- A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Physical Science, or other technically related discipline
- Requires a minimum of eight years experience, of which at least five years must be specialized

Specialized experience includes:

- Project development from inception to deployment
- Expertise in the management and control of funds and resources using complex reporting mechanisms

- Demonstrated capability in managing multi-task contracts and/or subcontracts of various types, and complexity
- General experience includes increasing responsibilities in information systems design and/or management

Functional responsibility:

- Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system)
- Assists the Program Manager in interfacing with:
  - Government Contracting Officer (CO)
  - Contract-level Contracting Officer's Representative (COR)
  - Task order level COR(s)
  - Government management personnel and customer agency representatives
- Under the guidance of the Program Manager:
  - Responsible for the overall management of the specific task order(s)
  - Ensures that the technical solutions and schedules in the task order are implemented in a timely manner
- Performs enterprise wide horizontal integration planning and interfaces to other functional systems

### Strategic Planner

Education and General Experience:

- A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related discipline
- Requires a minimum of fifteen years experience of which a minimum of ten years must be specialized in strategic planning, process re-engineering, functional requirements development, or organization redesign

Specialized Experience/Areas of Expertise:

- Regarded as an expert or highly competent in the field of endeavor and have facilitated
  - Strategic Planning
  - Design and development of governing policies programmatic issues, and/or technology
- Experienced in providing consultant services to:
  - Government and/or industry executives
  - Program managers
  - Engineers
  - Technical staff at all levels in the PED sub-discipline are of specialty/expertise
- Expert at review, definition, assessment, analysis, evaluation, design, and development of:
  - Systemic policies
  - Program initiatives
  - Technology advancements for implementing enhancements to business and technical practices

Functional responsibility:

- Proficient at developing comprehensive databases to:

- Benchmark current practices
- Identify trend information
- Formulate forecasts for further evaluation

### **Senior Subject Matter Expert**

Education and General Experience:

- A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline
- Ten years within the last fifteen years of intensive and progressive experience in the individual's fields of study and specialization
- Five years of specialized experience within the last six calendar years of intensive and progressive experience in functional subject matter closely related to the specialized work

Specialized Experience/Areas of Expertise:

- Includes a broad spectrum of expertise in a variety of aspects of the field of expertise (i.e., a Principal Logistics Specialist should have experience in support analysis, supply distribution, maintenance, and transportation)
- Augments or direct project teams, as an expert in the subject matter field

Functional Responsibility:

- Provides high level function and FIP systems analysis, design, integration, documentation, and implementation advice on exceptionally complex studies, which require an expert knowledge of the subject matter for effective problem solution
- Participates in all phases of study development with emphasis on the planning, analysis, documentation, and presentation phases
- Applies higher level mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other physical sciences to arrive at automated solutions
- Reviews and approves the design and preparation of technical documentation and reports
- Prepares and delivers senior management presentations and briefings as required by the task order
- May serve as a Task Leader, responsible for ensuring the quality and timeliness of services delivered

### **Subject Matter Expert**

Education and General experience:

- A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline
- Eight years within the last twelve years of intensive and progressive experience in the individual's field of study and specialization
- Four years of specialized experience within the last six calendar years of intensive and progressive experience in functional subject matter closely related to the specialized work

**Specialized Experience/Areas of Expertise:**

- Includes a broad spectrum of expertise in a variety of aspects of the field of expertise (i.e., a Principal Logistics Specialist should have experience in support analysis, supply, distribution, maintenance, and transportation)

**Functional Responsibility:**

- May augment or direct project teams
- Provides high level functional and policy analysis, design integration, documentation, and implementation advice on exceptionally complex studies, which require an expert knowledge of the subject matter for effective problem solution
- Participates in all phases of study development with emphasis on the planning, analysis, documentation, and presentation phases
- Applies higher level mathematical principles and methods to engineering and other physical sciences to arrive at automated solutions
- Oversees the design and preparation of technical reports and related documentation
- Prepares and delivers senior management presentations and briefings as required by the task order
- May serve as a Task Leader, responsible for ensuring the quality and timeliness of services delivered

**Principal Consultant****Education and General Experience:**

- A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline
- Ten years within the last fifteen years of intensive and progressive experience in the individual's field of study and specialization

**Specialized Experience/Areas of Expertise:**

- Provide consulting to agency heads, directors, and senior managers on:
  - Quality improvement
  - ISO9000 certification
  - Business process re-engineering and strategic implementation of information technology techniques

**Functional Responsibility:**

- Designs, organizes, leads and conducts executive-level workshops, benchmarking, and surveys
- Manages a team of senior consultants and analysts



**Senior Consultant**

Education and General experience:

- A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline
- Seven years within the last twelve years of intensive and progressive experience in the individual's field of study and specialization

Specialized Experience/Areas of Expertise:

- Provides consulting to director and senior managers on ISO9000 certification and quality improvement using TQM or other similar techniques

Functional Responsibility:

- Develops, leads and conducts quality workshops, benchmarking, and surveys
- Facilitates process improvement efforts
- Manages a project team

**Consultant**

Education and General experience:

- A Bachelor's degree in computer Science, Information Systems, Engineering, Business, Science or other technically related discipline
- Two years progressive experience in the individual's field of study and specialization

Specialized Experience/Areas of Expertise:

Functional Responsibility:

- Provide consulting to managers, supervisors, and workforce on quality improvement
- Facilitates TQM workshops
- Conducts and assists with benchmarking and surveys
- Facilitates process improvement efforts
- Performs business analysis

**Analyst**

Education and General experience:

- A High School diploma with a minimum of four years experience, of which at least two years must be specialized

Specialized Experience/Areas of Expertise:

- Specialized experience in project coordination across multi-disciplinary teams

Functional Responsibility:

- Supports tasks for one or multiple customers

- May lead a specific task in support of a particular customer
- Facilitates working groups and sessions, design schedules, conduct analyses, develop models, write reports, prepare presentations and present results
- Required to use judgment and initiative in problem solving
- Works with limited supervision and direction

### **Project Coordinator**

Education and General experience:

- A High School diploma with a minimum of four years experience, of which at least two years must be specialized

Specialized Experience/Areas of Expertise:

- Works with limited supervision and direction
- Required to use judgment and initiative in problem solving

Functional Responsibility:

- Assists in the preparation of management plans, project plans, and reports
- Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefing/presentations, and IPR preparation
- Performs analysis, development, and review of program administrative operating procedures

### **Administrative Support**

Education and General experience:

- A High School diploma is a minimum requirement
- Minimum of one year of office experience in an information technology environment

Specialized Experience/Areas of Expertise:

- Have word processing and general office skills

Functional Responsibility:

- Performs high level of secretarial work under the general supervision of manager
- Types and proofreads correspondence, reports, and documentation
- Maintains filing system for department
- Answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements

### **Additional labor descriptions from Mod PS-0003**

#### **Enterprise Architect I:**

Minimum Education: BS or BA in relevant analytical field; or 5 years experience.

Minimum/General Experience: 4 years IT or strategic-level business experience, including at least 1 year in EA and/or its components.

Certifications: Certified Enterprise Architect (FEAC “CEA” or DoD, etc.)

Functional Responsibility: Ability to develop and articulate large-scale solutions, forecasts and strategy; works with other team members and/or clients to improve the business processes, information management environments and technology infusion for client organizations; designs, implements and develops architectural artifacts (e.g., enterprise schemas to map data and process flows between systems and solutions.) Must have a demonstrated ability to work independently with minimal supervision; superior communication skills required.

#### **Enterprise Architect II:**

Minimum Education: BS or BA in relevant analytical field; or 7-10 years experience.

Minimum/General Experience: 6 years IT or strategic-level business experience, including at least 3 years in EA and/or its components.

Certifications: Certified Enterprise Architect (FEAC “CEA” or DoD, etc.)

Functional Responsibility: Ability to develop and articulate large-scale solutions, forecasts and strategy; works with other team members and/or clients to improve the business processes, information management environments and technology infusion for client organizations; designs, implements and develops architectural artifacts (e.g., enterprise schemas to map data and process flows between systems and solutions.) Must have a demonstrated ability to work independently with minimal supervision; superior communication skills required. Manages the activities of 1-2 enterprise architects; must have relevant personnel and project management skills.

#### **Enterprise Architect III:**

Minimum Education: MS or MA preferred; minimum BS or BA in relevant analytical field or more than 10 years specifically relevant experience.

Minimum/General Experience: 8 years IT experience, including at least 5 years in EA and/or its components.

Certifications: Certified Enterprise Architect (FEAC “CEA” or DoD, etc.)

Functional Responsibility: Experienced in senior executive level management and leadership ability. Manages multiple programs in excess of one million dollars. Capable of planning and directing organizational policies, objectives, and initiatives. Ability to develop and articulate large-scale solutions, forecasts and strategy; works with other team members and/or clients to improve the business processes, information management environments and technology infusion for client organizations; designs, implements and develops architectural artifacts (e.g., enterprise schemas to map data and process flows between systems and solutions.) Must have a demonstrated ability to work independently with minimal supervision; superior communication skills required. Stays current with the standard architect frameworks for the federal Government and private sector. Manages the activities of 3 or more enterprise architects. Must have relevant personnel and project management skills and demonstrated experience, preferably with appropriate certifications (e.g., PMI PMP); in addition, must have demonstrated experience building teams, bridging gaps between disparate organizations and delivering enterprise-level solutions.

**CUSTOMER INFORMATION**

- 1a. Table of awarded special item number(s):  
874-1 – Consulting Services  
874-2 - Facilitation Services  
874-3 - Survey Services  
874-7 - Program Integration and Project Management
2. Maximum order:  
\$1,000,000.00
3. Minimum order:  
\$300.00
4. Geographic coverage (delivery area):  
FOB Destination. Domestic Delivery for SIN(s) 874-1 Consulting Services
5. Point(s) of production:  
345 Broad Street, Suite 100, Elyria, OH 44035
6. Discount from list prices or statement of net price:  
Between 2% and 4% from hourly rates \*see pricing tables
7. Quantity discounts:  
None offered
8. Prompt payment terms:  
Net 30 days
- 9a. Notification that Gov't purchase cards are accepted at or below the micro-purchase threshold.  
Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.  
Yes
10. Foreign items (list items by country of origin):  
N/A
- 11a. Time of delivery:  
Specified per task order
- 11b. Expedited Delivery:  
Upon task order
- 11c. Overnight and 2-day delivery:  
Contact the contractor's administrator
- 11d. Urgent Requirements:  
Contact the contractor's administrator
12. F.O.B. point(s):  
Destination

13. Ordering address(es):  
345 Broad Street, Suite 100, Elyria, OH 44035
14. Payment address(es):  
5455 Firestone Road, Spencer, OH 44275-9510
15. Warranty provision:  
N/A
16. Export packing charges, if applicable.  
N/A
17. Terms and conditions of Government purchase card acceptance:  
N/A
18. Terms and conditions of rental, maintenance, and repair:  
N/A
19. Terms and conditions of installation:  
N/A
20. Terms and conditions of repair parts:  
N/A
- 20a. Terms and conditions for any other services:  
N/A
21. List of service and distribution points:  
N/A
22. List of participating dealers:  
N/A
23. Preventive maintenance:  
N/A
- 24a. Special attributes such as environmental attributes:  
N/A
- 24b. If applicable, indicate that Section 508 compliance:  
N/A
25. Data Universal Number System (DUNS) number:  
94-398-0326
26. Notification regarding registration in Central Contractor Registration (CCR) database.  
Information Dynamics is registered in the CCR database and it is effective until 5/17/2008.  
Contractor will accept LH and FFP  
Government Awarded prices are Net Prices